

Monday Setup Tasks at Hope Lutheran Church

JGK 1/27/26

Move the not-to-be-used items to the storage areas

Move the to-be-used furniture to near their final positions

Lay out RT waiting lines -- sides marked with masking tape

- * Wide blue tape for "Wait Until Called" line
- * Narrow masking tape strip along middle of blue tape
- * Narrow masking tape strips for about 10 feet

3RT: three 6ft-wide RT lines; 2RT: two 6ft-wide RT lines

Align RT tables and RT waiting lines

Set up chairs

- * RT, BT, and HT tables
- * HT waiting areas
- * Observer positions
- * CJ table and ExpressVote

Set up signs

- * "Wait here until called"
- * "Get in line per...letter"
- * "Don't forget photo ID"
- * "CAST YOUR BALLOT"

Distribute gray bin kit bags; move empty gray bin to BT ("Voter Assistance" and "All Officials" to Curbside Table)

Set up RT, BT, and HT per checklists in Quick Guides

- * Reorganize pollbooks
- * Create file jacket sign covers for RT waiting lines
- * Test mobile phone; start the overnight recharge
- * Test laptop(s); repack for the CJ to take home
- * Test scanner (if provided); start the overnight recharge

Move to final places

- * Tabulator Base
- * ExpressVote and its table
- * Trash cans by exit door and near start of RT lines

Assemble and position voting booths

- * Normal voting booths
- * Provisional voting booths (two if two laptops)
- * ADA booth (shorter legs, horizontal extenders)
- * Remind Officials about "string in pan cap" trick

Set up ExpressVote with its table

- * Ensure that its power light is on
- * Use chairs/tape to make a barrier

JGK items

- * Count entries in last-minute absentee list
- * Place last-minute absentee list near voter entrance
- * Check that Tabulator bins are empty
- * Set up Keurig coffee machine and supplies

Set up inside signs

- * BOE signs: Per BOE sign checklists and BOE notes on signs
- * My signs: Per "Inside Signs" diagram
- * Use blue tape (NOT scotch tape) for hanging signs

Do a walk-around to check furniture and sign placements

Assemble vinyl and H-frame signs

Place signs to be left out overnight

- * Parking lot signs per "Outside Signs" diagram
- * "Vote Here" signs along sidewalk to Voting Enclosure
- * Appropriate direction sign taped on Church Lobby door
- * Signs by entrance from Rogers Road and Trentini Avenue

Set up curbside area and boundary line

- * Measure 50ft boundary for "No Campaigning" signs
- * Temporarily set doorbell stand, A-frames, LED system
- * Test doorbell
- * Bring "temporarily set" items back inside after testing (will be put out again Tuesday before the polls open)

End of day

- * Have end-of-day meeting with all Officials
- * Take photos of enclosure
- * Collect forms for archive
- * Call Coordinator before leaving